# REGISTERING FOR A CONFERENCE

How to register for a conference

1. Go to the MI-TRAIN Web site at **mi.train.org**.
2. Enter your login name and password and click on the Login button.
3. At the top right of the page, in the box that says Keyword or Course ID, type in the Course ID **1051827** and then click on the magnifying glass.
4. The conference registration will appear.
5. Click on the **Registration** Tab.
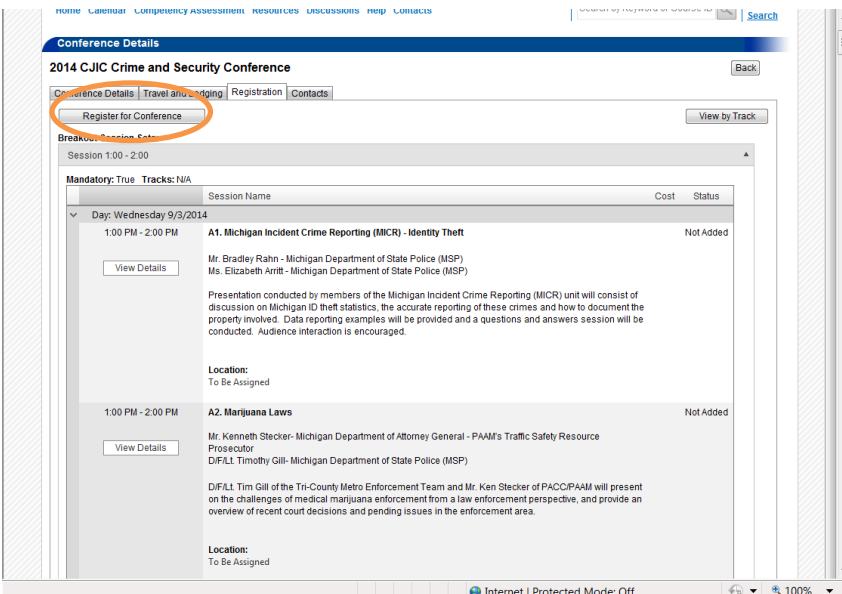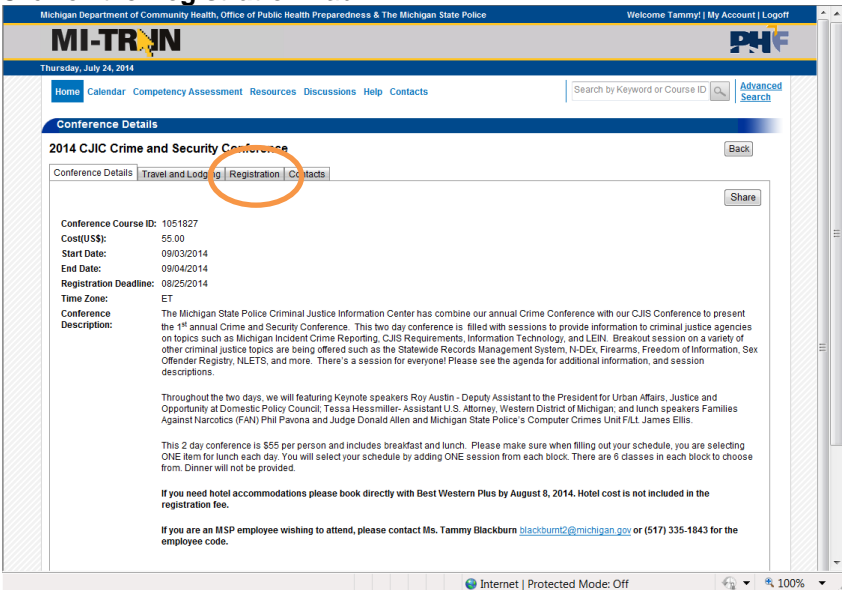
6. Click on **Register for Conference.**
7. There are 7 breakout sessions labeled from A – G with 6 options in each. You must select **one** from each session.
8. Lunch – please select A, B or C for lunch on Wednesday. Do not select the lunch speaker.
9. Lunch – please select D, E, or F for lunch on Thursday. Do not select the lunch speaker.

10. Scroll all the way to the bottom and select **next**.
11. Verify that the information entered is correct (I.E. spelling, title, agency,) this is how schedules and name tags will be printed.
12. Click **next.**
13. You will get this confirmation screen. This is **not** the final step.

14. You must scroll down to the bottom and click **Complete Registration.**
15. **This will take you to the external Payment Processing Center(PPC). You must complete all steps in PPC to be registered for the conference.**
16. If registered successfully and if you agree to accept TRAIN emails, you will receive a confirmation.